Lease Tab -

Purpose

This chapter explains and clarifies IHS real property management principles, policies, and procedures. The scope includes all real property that is owned, leased, or utilized in carrying out the responsibilities of the IHS. The same principles, policies, and procedures for real property management apply to federally-owned and contractor-operated facilities.

Objectives

The IHS Real Property Management Program is designed to: (1) Provide information and technical consultation on control and management of real property under the administrative jurisdiction of the IHS. (2) Provide guidelines and procedures for the acquisition, utilization, and disposal of owned and leased real property.

Policy

It is the policy of the IHS to develop, establish, assess, improve, correct, and report on the effective and economical management and utilization of IHS-held real property. All IHS managers will protect the public interest by assuring real property is utilized to its highest and best use and to the most effective and economical extent possible. It is IHS policy to: (1) Ensure that all IHS management levels are responsible for the effective and economical use of real property. (2) Protect the public interest by applying asset accountability management principles thereby ensuring the effective and economical use of real property. (3) Support the IHS mission to raise the health status of American Indians and Alaska Natives to the highest level possible.

Background

The Federal Property and Administrative Services Act of 1949 (40 United States Code (U.S.C.) 483 and Part 41, Code of Federal Regulations (CFR), Chapter 101), is the principal directive and guideline for managing real property. Additional laws and executive initiatives also affect the IHS management of real property.

Definitions –

Acquisition

To acquire ownership of real property through transfer, donation, gift, or purchase; or to obtain a non-ownership interest in real property through lease, assignment, permit, or license.

Area Realty Management Officer (Area RMO)

The Area person accountable and responsible for real property, leasehold, and quarters management activities in the designated Area.

Building - Permanent

Intended for long-term occupancy or use; or built of materials intended for long life, more than 20 years usage.

Building - Temporary

It may exist or be erected to meet an urgent need for a limited time and usage; intended for a short, as opposed to long term occupancy; designated as a short term location of an office or activity; or built of materials intended for short life.

Building - Relocatable

This term connotes the mobility of a building or structure, regardless its designation as either permanent or temporary. It includes those buildings which can be readily moved from place to place, either intact or on skids, wheels, or other vehicles; or dismantled, disassembled, relocated or re-erected.

Disposal

The sale, transfer (with or without exchange of funds), donation, destruction and/or abandonment of real property.

Easement

An interest in land granted for a specific purpose, such as highway utility line, etc.

Gross Area

The sum of the floor areas in square meters computed by measuring from the normal outside face of the exterior walls, disregarding architectural setbacks, or projections, cornices, pilasters, and buttresses, and including all stories or areas which have floor surfaces and a clear standing headroom of 2 meters or more. Gross area includes basements (except unexcavated portions), attics, garages, roofed porches, mezzanines, loading platforms, shipping platforms, penthouses, mechanical equipment floors, lobbies and corridors.

Capital Improvement to Land

Any improvement over \$5,000 which is part of the preparation of the land for use, such as clearing, drainage, grading, and landscaping. Also, the removal, relocation or razing of existing structures or facilities not used to restore land to its original state.

Capital Improvement to Buildings and Facilities

Any improvement over \$100,000 which affects the capacity or changes the basic design of the property, such as: The addition of wings, porches, etc.; Major alterations which affect structural quality; Installation of air-conditioning systems, elevators, fire escapes, storm windows, insulation and similar items which were non-existent when the property was

constructed: and Conversion and improvement of major utility systems.

Joint-Use Space

Space serving the functional requirements of more than one organization. The joint-use space to each other is based upon the ratio of "people related" space (office and special types) occupied by assignee to the total space within the building or facility.

Lease

A contract which conveys the right of occupancy and use of real property, under certain conditions, for consideration.

Lease Contracting Officer (LCOR)

The person accountable for the lease management of IHS direct and GSA assigned leases

Net Usable Square Meters

Calculated area available to be leased for occupancy by personnel and equipment.

Net Rent

The consideration paid for the use of leased premises exclusive of the value of any services which may be furnished under the lease.

Owned Real Property

As used in this chapter is defined as real property owned by the United States and under the control of this Department, HHS. It does not include real property leased or assigned by a non-Government individual organization, or to properties under the control of another Government agency and assigned to Department activities on a use permit basis.

Quarters

The general term "quarters" may identify any of several types of Government-controlled housing facilities which are or can be assigned to personnel employed at facilities of the IHS. The term "quarters" is also used in the M&I/E section and has a completely different definition as the one stated above for real property.

Real Property

Any interest in land, together with the improvements, structures, and fixtures located thereon (including prefabricated movable structures, such as Butler-type storage warehouses and Quonset huts, and house trailers with or without undercarriages), and appurtenances thereto, under the control of any Federal Agency.

Rent

The rent charged by GSA for space assigned to IHS in government-owned or leased property. The RENT rate approximates charges for comparable space and services available in the private sector.

Surplus Real Property

Excessed Federal property which has been screened against the needs of the Government, and which has been determined to be of no further need to Federal agencies. Under 41 CFR 101-47.3, surplus real property may be made available to cities, counties, states, and other non-profit entities through a public benefit allowance conveyance.

Trust Lands

Land for which the Government is exercising the powers of trustee. In 1955, the Indian Health Service's functions were separated from the Bureau of Indian Affairs, DOI through Public Law 83-568, known as the Indian Health 'Transfer Act' (42 U.S.C. 2001-2004). That law gives IHS trustee authority and responsibility for lands supporting IHS-held, Government-owned hospitals, clinics, housing, and associated facilities.

When buildings on IHS-held Trust land are declared excess, the IHS trustee responsibility for the land associated with those buildings is retransferred to the Secretary, Department of Interior, who continues the trustee responsibility and makes available the land for the use and benefit of the relevant tribe.

Use Permit

An interagency agreement granting the temporary use of space controlled by on Federal agency to another Federal agency.

Lease Tab -



Forms -

Leased Property

This form is used by Realty Officers and Lease Contracting Officer to manage non-GSA leased space.

Leased Property - Datasheet View

This form is a datasheet view of the Leased Property form.

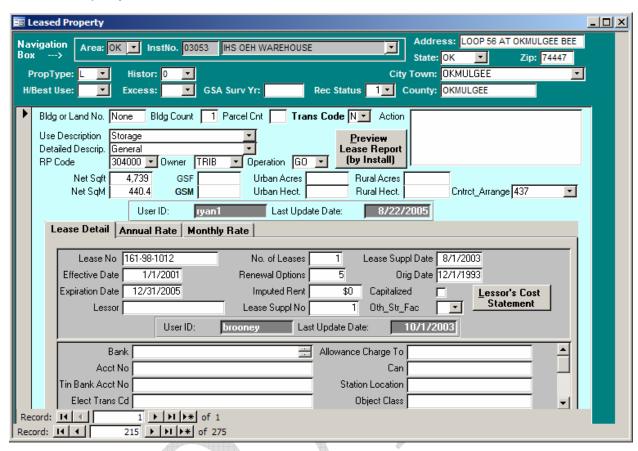
Lessor's Annual Cost

This form is used by potential lessors as part of their offer to lease property to the government.

GSA Leases

This form is used by Lease Contracting Officers to manage the GSA Leases and their monthly rent, yearly budget.

Leased Property -



This form allows all Area Realty Management Officers to manage their non-GSA leased space. However, at this time data can only be entered and validated by Lease Contracting Officers and Headquarters Realty Officers.

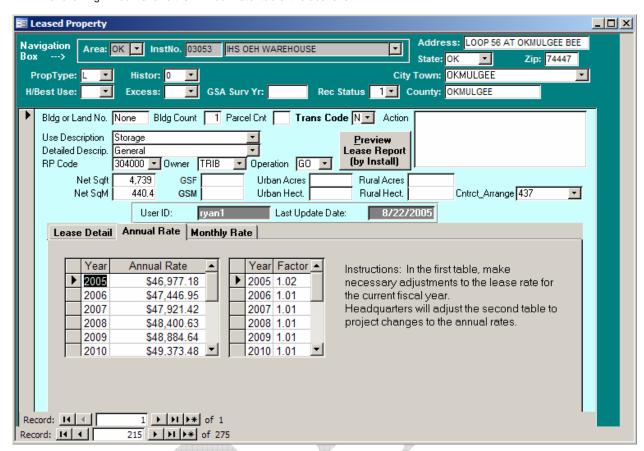
The Preview Lease Report (by Install) button displays the Leased Property Report showing the lease term, effective date, expiration date, location, type of facility, lease number, for the installation selected. It also contains Area and IHS summaries.

The Annual Rate tab (shown below) displays annual rents and annual escalation factors

The Monthly Rate tab (shown below) displays what is actually paid out each month as all leases are paid monthly, one month in arrears unless special arrangements have been made.

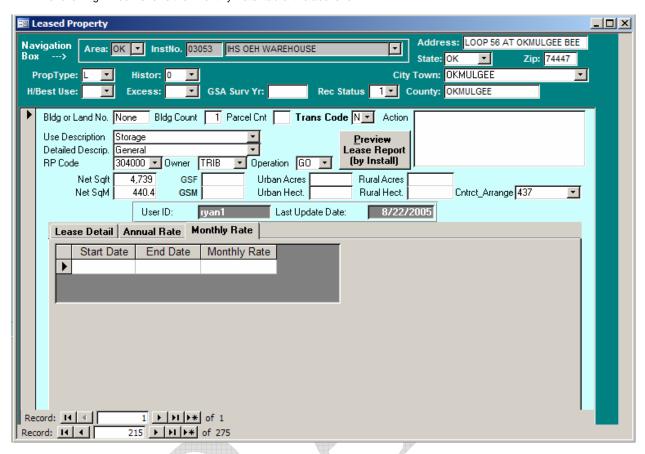
The Lessor's Cost Statement button displays the form the lessor uses to prepare their offer to the Government and becomes part of the lease after final negotiations have been completed.

The following window shows the "Annual Rate" tab of the above form.



The Annual Rate tab shows annual rents and annual escalation factors. In the first table, make necessary adjustment to the Annual Rate for the current fiscal year, then the system will automatically calculate the annual rate for the future years base on factor.

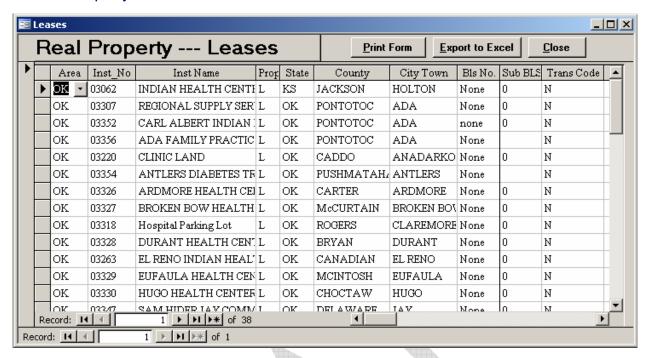
The following window shows the "Monthly Rate" tab of the above form.



The Monthly Rate shows what is actually paid out each month as all leases are paid monthly, one month in arrears unless special arrangements have been made.



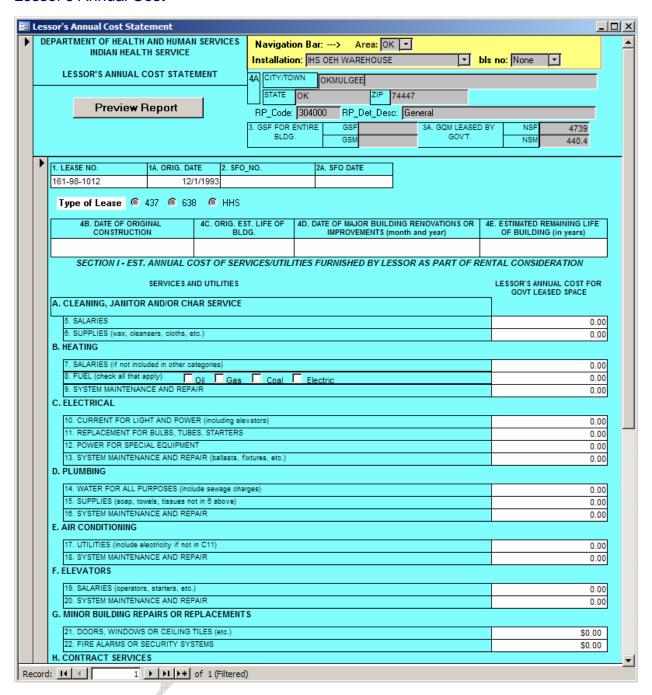
Leased Property - Datasheet View -



This form is a datasheet view of the Leased Property form showing all leased buildings, structures, and land. It can only be updated by Lease Contracting Officers and Headquarters.

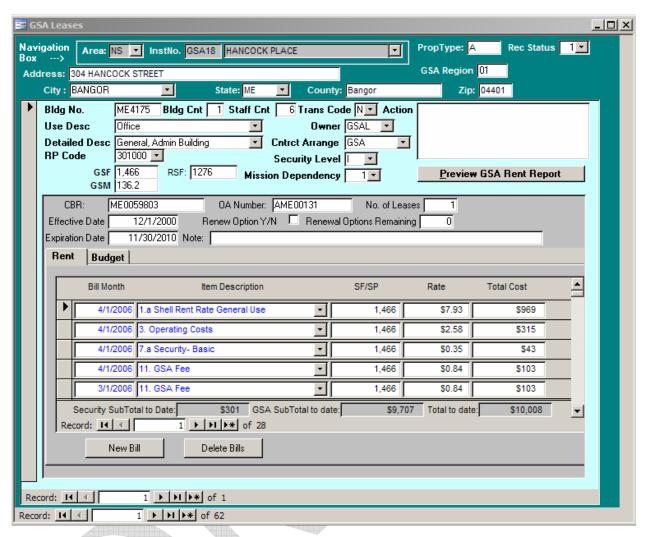


Lessor's Annual Cost -



This form is filled out by potential lessors as part of their offer to lease. It becomes a part of the lease agreement after final negotiations have been completed and shows how their costs are broken down.

GSA Leases -



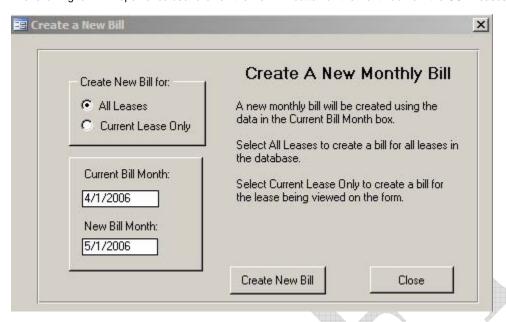
This form is used by Lease Contracting Officers to manage the GSA Leases and their monthly rent, yearly budget.

The Rent Tab shows monthly rent by each category for the current fiscal year.

The Budget Tab shows annual budget by each category.

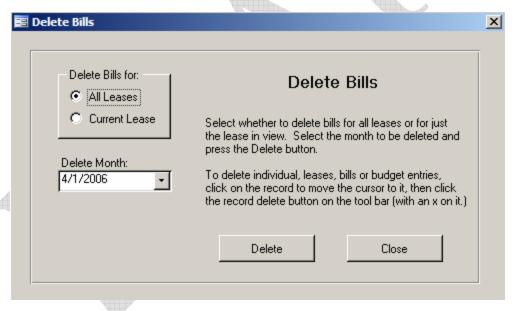
Preview GSA Rent Report button displays the GSA lease information and its monthly rent for the selected lease

The following form will open once user click on the New Bill button on the Rent Tab from the GSA Leases form



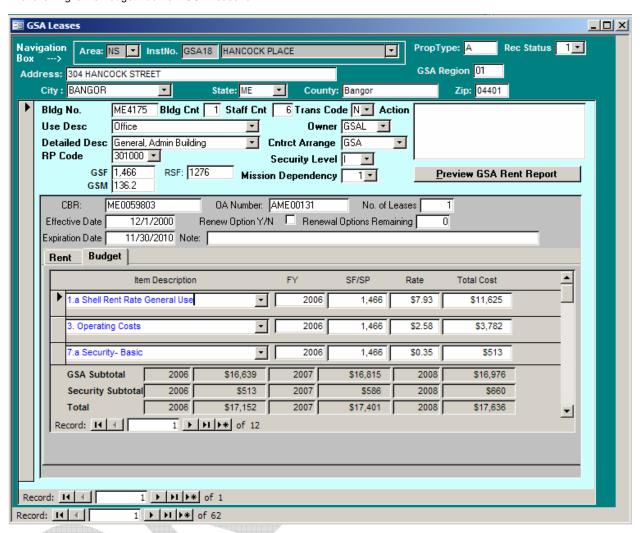
This form helps user generate new monthly bill based on prior monthly's data for one lease or all the GSA leases.

The following form will open once user click on the Delete Bills button on the Rent Tab from the GSA Leases form:



This form helps user delete existing monthly bill for one lease or all the GSA leases.

The following is the Budget Tab from GSA Lease form:



The Budget Tab shows annual budget by each category.

Reports -

Leased Property

This report is similar to the RPI report but includes only leased property. It lists all leases for the User's Area.

Lessor's Annual Cost Statement

This report includes all the annual cost statements described above. For all of IHS, this report is over 600 pages.

Lease Property Summary by Contract Arrangement

This report is the same as Area Summary but for leased property and grouped by contract arrangement. For each type of lease (437, 638 Title I, etc.), this report includes the number of each type of lease, the number of urban and rural acres, the net square feet, and the dollar amount.

GSA Leases Reports

There are currently three reports under this category:

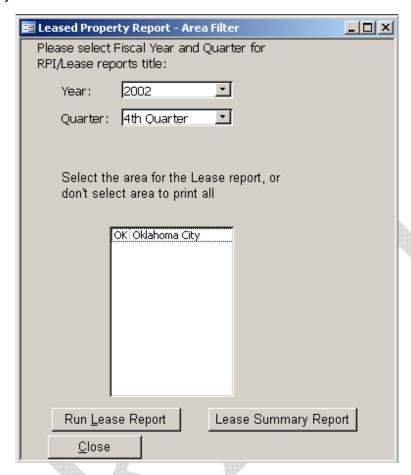
Bill Detail Report – shows monthly rent by category for each GSA lease

Bill Summary Report – shows total monthly rent for each GSA lease

Budget Detail Report – shows the annual budget for each GSA lease



Leased Property -



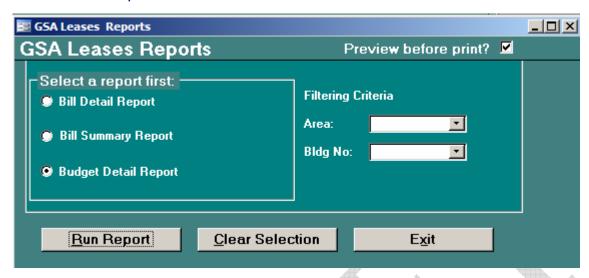
Selecting the Run Lease Report button will generate a report containing details for each lease within the User's Area. It includes a summary of all leases within the User's Area and an IHS summary.

The Lease Summary Report is a one page summary of all leases within the User's Area and IHS. It includes the total lease count, parcel count, building count, urban hectares and acres, rural hectares and acres, net square meters, net square feet, total imputed rents, and the annual lease rates for the current year, one year in the past, and four years in the future.

The User can select the year and quarter they would like the report to cover. However, changing the year will display current values with the FY selected in the header, i.e., the data displayed will be the same regardless of the year and quarter selected.

Screen shots of the reports were not included as clicking on the button will generate the selected report with no further interaction from the User.

GSA Leases Report -



This is the GSA Leases Report filter form. It allows users to choose to print the reports for one specific area or one specific lease. By leaving the criteria blank, it will generate the report for all the GSA Leases.

Clicking the Run Report button will generate a report of your choice.

